

Validation of Receipt of Original Education and Training Documents

Employee Acknowledgment

By my signature below, I acknowledge the following:

- I have been tasked by my agency with validating the receipt of original education and training documents from prospective and current employees.
- I will inform prospective and current employees that copies of education and training documents are not acceptable. Original documents must be provided with the requisite signatures and seals.
- Once I personally confirm that a document is an original, I will forward a copy to the Personnel Cabinet's Division of Career Opportunities (DCO), along with a completed certification form as prescribed by DCO.
- I understand that I may be allowed access to confidential information and/or documents in order to perform this specific job duty. I further understand and agree that I am not to disclose confidential information and/or documents without the prior consent of the appropriate authorities in the Personnel Cabinet. I understand that accessing or releasing confidential information and/or documents without the appropriate approvals may result in disciplinary action up to and including dismissal.
- I understand that providing or participating in providing false information concerning education and training documents to the Personnel Cabinet is a violation of Kentucky Revised Statutes and I could be subject to penalty under these Statutes. I further understand that violation of this policy will result in my authority to verify credentials being revoked and that I may be subject to disciplinary action up to and including dismissal.

Employee Signature

Date

Employee Printed Name

PERNR

Employee Job Title

Agency Cost Center #

Appointing Authority/HR Executive

Date